



CITY OF SEATTLE

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## Regional Early Learning Coach Manager

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<b>SALARY:</b>	\$38.06 - \$57.09 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Education and Early Learning
<b>BARGAINING UNIT:</b>	Not Represented
<b>CLOSING DATE:</b>	Continuous

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The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Seattle has created the Seattle Preschool Program, which is a program that aims to create a universal high-quality prekindergarten education. Teachers need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. To ensure that we are providing teachers with the support they need, Early Learning Coaches bring expert guidance, coaching, and training to our preschool and early learning programs.

We are looking for up to three new Regional Managers to provide supervision and guidance to our coaching team and serve as technical experts on the Department of Education & Early Learning's coaching approach and core competencies for teaching adults. In this role, you will manage and supervise coaching services, progress, and accountability within the Child Information Provider System (CHIPS) data management system. This position requires you to be innovative and work independently, but also to work within a team environment to ensure that performance standards and monitoring requirements are met.

The department strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

### **Do you want to learn more about being part of this program? In this position:**

#### Your top 3 priorities will be:

- Updating the coaching manual and developing training for new and existing coaches
- Monitoring continuous quality improvements in early learning classrooms and providing quality feedback to ensure that coaching services are delivered with fidelity
- Helping implement new Families, Education, Preschool, and Promise (FEPP) Levy initiatives

#### Your day-to-day responsibilities will include:

- Meeting bi-weekly with coaches to determine progress on goals and whether adjustments to coach learning cycle plans are necessary
- Providing training or re-training to coaches as needed on culturally responsive and effective adult teaching strategies to ensure coaching is delivered with fidelity
- Creating and/or uploading available coaching videos to support coach reflective practices
- Communicating regularly with the Quality Practice & Professional Development (QPPD) Manager on the status of coaching and other assignments
- Reviewing and monitoring requests for additional support for individual children, teacher, and classrooms

- Developing and monitoring contracts for comprehensive supports and professional development services
- Maintaining and updating the coaching manual with current research
- Helping create content for all coaching materials and training

## **QUALIFICATIONS:**

You will be most successful if you have demonstrated significant experience in providing coaching to early learning providers or other forms of teaching adults. A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes must be at the center of your professional practice. The ability to communicate at all levels tactfully and effectively will also contribute to your success. You will need to be skilled in fostering and developing mutually respectful relationships, providing continuous quality feedback to your team, and able to think strategically to solve problems and make difficult decisions. Specifically, you'll be prepared to take on this role if you have:

### Experience in:

- Providing supervision and management to a team of professionals
- Working with marginalized communities
- Planning, developing, and implementing systems, programs, and procedures
- Reflective practice, feedback, observation, assessment, and goal setting
- Using data to drive programmatic changes
- Instructional coaching approach

### The ability to:

- Onboard new team members
- Work collaboratively with colleagues as well as cross-departmentally
- Demonstrate cognitive flexibility and remain adaptable through change and ambiguity
- Take initiative to solve problems creatively
- Analyze assessment data for instructional planning to improve program practice and improve child outcomes
- Utilize multimedia platforms and technology to deliver instruction

### Knowledge of:

- Culturally Responsive Teaching Practices
- Seattle Preschool Program (SPP)
- State and federal early learning guidelines, standards, and policies
- Principles of coaching

Additionally, you will be most successful if you possess any of the below trainings or certifications:

- Washington State-Approved Trainer
- CLASS (Classroom Assessment Scoring System)
- ECERS (Early Childhood Environmental Rating Scales)
- HighScope
- Creative Curriculum

## **ADDITIONAL INFORMATION:**

This position is classified as a Manager 1, Exempt and is exempt from the Civil Service System. This position will require the ability to travel locally to early learning sites and trainings.

DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications,

we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

## APPLICATION PROCESS:

To be considered for this position, you must submit your application, attaching **both** a cover letter and resume, at <https://www.governmentjobs.com/careers/seattle/>. This job will be open until filled, with the first application review taking place at **4:00pm Pacific Time on Tuesday, December 10, 2019**. The Seattle Department of Education & Early Learning reserves the right to make a hiring decision at any point during this posting period. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2019-01927

<http://www.seattle.gov/jobs>  
REGIONAL EARLY LEARNING COACH MANAGER  
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



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